



## **Minutes of the Parker Performing Arts Board of Directors Meeting**

**February 14, 2017**

### **Board Members Present**

Corey Wahl, President  
Gail Nguyen, Secretary  
Sean Wiggin, Treasurer  
Jan Payne, Director  
Aaron Adamson, Director

### **School Leaders Present**

Jennifer Burgess, Principal  
Tiffany Maestas, Business Manager

### ***Call to Order***

The meeting was called to order by Director Wahl on February 14th, at 7:01pm MST, via conference call.

### ***Vision and Mission Statements***

Upon the meeting being called to order, Director Nguyen represented the Board of Directors by reading the PPA vision and mission statements.

### ***Approve Consent Agenda***



Upon motion duly made by Director Payne and seconded by Director Adamson, the Board unanimously voted to approve the consent agenda for today's Board meeting with one change to move item 14 to item 5.

***Approve Meeting Minutes***

Upon motion duly made by Director Wahl and seconded by Director Wiggin, the Board unanimously voted to approve the meeting minutes from 12/14/16, 12/19/16, and 1/10/17 without change.

***Update***

Director Adamson suggested that the Board adopt a policy to do a first and second reading on any new policy one month apart, followed by a vote after the second reading. Changes would be possible at the second reading prior to a vote.

***VOTE:***

Upon motion duly made by Director Wiggin and seconded by Director Nguyen the vote was unanimous to accept the financial policy.

***VOTE:***



After further discussion regarding the financial policy, upon motion duly made by Director Wiggin and seconded by Director Payne, the Board voted to rescind the financial policy.

***VOTE:***

Upon motion duly made by Director Wiggin and seconded by Director Adamson the vote to accept the 2<sup>nd</sup> Quarter Financials was unanimous.

***VOTE:***

Upon motion duly made by Director Payne and seconded by Director Wiggin the vote to accept the SAC Committee Charge was unanimous.

***VOTE:***

Upon motion duly made by Director Nguyen and seconded by Director Wiggin the vote to accept the Election Committee Charge was unanimous.

***VOTE:***



Upon motion duly made by Director Payne and seconded by Director Adamson the vote to accept the Election Committee Policy for the 2016/2017 school year was unanimous.

### ***Public Comment***

None

### ***Principal Update***

Principal Burgess updated the Board that there is a need to discuss the March 1<sup>st</sup> deadline for a decision on the school expansion because there is a significant amount of planning for the 2017/2018 year that needs to be completed, and the decision of whether or not to do the school expansion greatly impacts said planning. The intent-to-return responses have been inadequate to anticipate return enrollment for the next year.

### ***Business Manager Update***

Tiffany Maestas updated the Board that G&G Consulting is transitioning PPA to a different version of Quickbooks and has helped with preparation for the grant and the summer audit. Tiffany will update the Board with our grant requirements. There are early indications that PPR may increase slightly.

### ***Traffic Plan/Expansion Update***

Director Wahl updated the Board that the Town of Parker continues to observe that parents are not following traffic laws in the vicinity of the school. The traffic engineering department will have to observe that the traffic going into the school is contained on school property or approval for the expansion will be denied. Additionally, a staggered start and stop time will have to be implemented. Plans for a 4<sup>th</sup> traffic loop is under consideration at the approximate cost of \$130,000.00.

### *Principal Evaluation Update*

Director Nguyen updated the Board that the evaluation form will be worked on at the next work session with a draft being presented to the Board prior to the meeting to allow for adequate review and preparation. Director Wahl suggests we move forward with renewing Principal Burgess' contract with the budgeted 5% merit increase. Board members are in favor of the contract renewal and merit increase.

### *Fundraising Update*

Director Nguyen updated that Board that there is a need to formally refresh the fundraising committee to move forward with any fundraising, such as further Boxtops collection and the theater seat campaign.

### *High School Update*

Director Wahl updated the Board that he has received varying information regarding the requirements to start a high school and further discussion is needed to make any decisions regarding moving forward with an intent to enroll form. Additionally, he informs the Board that Director Sanders is likely to step down, so the timing for planning the high school is in question.

All of the Directors are planning to attend the Charter School Conference, except Director Nguyen who is unable to get away from work.

Board Handbook sections are due at the next work session. The goal is to vote on the Board Handbook at the April meeting.

### *Adjournment*

Upon motion duly made by Director Nguyen, and seconded by Director Payne, the Board unanimously voted to adjourn the meeting on February 14, 2017 at 8:14pm MT.